

# **OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION**



## **JUDGES 995 TRANSACTION INPUT TAX REPORTING TRANSFORMATION Interface Information Package**



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	11/02/2010	Mary-Anne Reed	Original Content
1.0	11/02/2010	Khalid Salman Mohammed	Original Content

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## **I. INTRODUCTION**

This inbound interface file is used to load compensation and travel taxable gross and taxes withheld for employees on Infotype 0221 (payroll results adjustments), subtype = 'ADJT' (Adjustment) which will update the YTD amounts in the payroll results for the W2 tax reporting. We will also have a special off-cycle reason code for this process. This should be part of the load process. The Offcycle reason for the judicial personnel adjustment will be '9010' (Judicial Personnel).

One record in the inbound file from judicial council will be transformed into multiple records based on the number of amounts fields filled for a particular employee in the inbound file. The output file will be subsequently loaded into MyCalPAYS using standard SAP adjustment workbench. See the data mapping and IT 0221 template on page 7 of this document for reference.

## **II. GENERAL INFORMATION**

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

### **III. TECHNICAL INFORMATION**

- The file is generated in a single file format.
- Format is a fixed length.
- File encoding is ASCII.
- Server Type: Secure File Transfer Protocol (SFTP).

#### IV. RECORD FORMAT

The template layout of the inbound interface is explained below with details. The templates and sample files are also attached below in this section.

<b>Frequency</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Ad-hoc	<input type="checkbox"/> Weekly <input type="checkbox"/> Annually	<input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Monthly
<b>Direction</b>	<input checked="" type="checkbox"/> Inbound			
	<input type="checkbox"/> Outbound			
	<input type="checkbox"/> Both			
<b>Source System</b>	The Judicial Council will send the transaction Input source file to MyCalPAYS.			
<b>Target System</b>	ECC			
<b>Classification of Data</b>	<input type="checkbox"/> Confidential			
	<input checked="" type="checkbox"/> Sensitive			
<b>Data Volume Estimate</b>	<input type="checkbox"/> One-time: _____ records			
	<input checked="" type="checkbox"/> Recurring: __350+__ records every __ month			
<b>Scheduled</b>	<input checked="" type="checkbox"/> Automatic			
	<input checked="" type="checkbox"/> Manual (User Started)			
<b>Data Time Period</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Annually	<input type="checkbox"/> Weekly <input type="checkbox"/> Other: _____	<input type="checkbox"/> Bi-weekly	<input type="checkbox"/> Monthly
	<b>Record Selection Scope:</b>			
	<input type="checkbox"/> New or Changed Records			
	<input checked="" type="checkbox"/> All records			
<b>Selection Method of Records</b>	<input type="checkbox"/> Allow user to select			
	<input checked="" type="checkbox"/> Automatic (rules defined below)			
	<input type="checkbox"/> Other: _____			
	<b>Description:</b>			

<b>Deleted Data</b>	N/A	
<b>Future Transactions</b>	<b>Future transactions allowed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Description:</b>
<b>Retroactive Transactions</b>	<b>Retroactive transactions allowed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Description:</b>

## Program Originating Format (Number, File Code, and Name)

P. Wilson

Format Title: **Assigned Judges Compensation Subject to Taxes**

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
																				Filler Cont'l.										END OF RECORD →																			

☒ Input  
☐ Output  
 Page 1 of 1

### FORMAT DESCRIPTION

P. Wilson

## Program Originating Format (Number, File Code, and Name)

Format Title: Assigned Judges Compensation Subject to Taxes

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Tran Code 000			Number of Transactions				Total Taxable Gross										Filler					Total Social Security Subject					Gross	Total Social Security Withheld					Total Federal Tax Withheld																
X(3)			X(4)				X(9)										X(8)					X(8)						X(8)					X(8)																

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Total State Tax Withheld					Total Medicare Gross Subject					Total Medicare Withheld					Filler					Assigned Batch Number 83399					Filler																								
X(7)					X(8)					X(8)					X(4)					X(5)					X(120)																								

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	20
																																																END OF RECORD	

### FORMAT DESCRIPTION

Labels: ☐ Standard  
☐ Non-Standard  
☐ No Labels

Record Format: ☒ Fixed - F  
☐ Variable - V  
☐ Undefined -U

Record Length: 200  
Records Per Block: \_\_\_\_\_  
Blocksize: \_\_\_\_\_

☒ Input  
☐ Output  
 Page 1 of 1

## Program Originating Format (Number, File Code, and Name)

P. Wilson

Format Title: **Assigned Judges Travel Subject to Taxes**

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	20
																				Filler Con't.										END OF RECORD →																			

### FORMAT DESCRIPTION

☒ X Input  
☐ Output  
 Page 1 of 1

**Travel**  
**Program Originating Format (Number, File Code, and Name)**

06/2006 P. Wilson

File Name: 995 Transaction Batch Control Record

Format Title: Assigned Judges Travel Subject to Taxes

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Tran Code 000			Number of Transactions				Total Taxable Gross									Filler					Total Social Security Subject Gross					Total Social Security Withheld					Total Federal Tax Withheld																		
X(3)			X(4)				X(9)									X(8)					X(8)					X(8)					X(8)																		

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Total State Tax Withheld					Total Medicare Gross Subject								Total Medicare Withheld								Filler				Assigned Batch Number 83398				Filler																				
X(7)					X(8)								X(8)								X(4)				X(5)				X(120)																				

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100			

END  
OF  
RECORD

FORMAT DESCRIPTION

END  
OF  
RECORD →

Labels: ☐ Standard  
☐ Non-Standard  
☐ No Labels

Record Format: ☒ Fixed - F  
☐ Variable - V  
☐ Undefined -U

Record Length: 200  
Records Per Block:             
Blocksize:           

☒ Input  
☐ Output  
Page 1 of 1

## V. FILE DEFINITIONS

The inbound file will be sent from the Judicial Council to MyCalPAYS which will be transformed to SAP format and be loaded into MyCalPAYS. Listed below are the file definitions of the inbound file.

**SAP Module:** ECC HCM-Payroll

**Input File Format:** .txt

**Input File Name(s):** Assigned Judges Compensation Subject to Taxes

**Frequency:** Monthly, batch scheduled

**Est. Data Volume:** 350+ records per month

**Number of Upload Files:** 1

Target (SAP) Field Requirements				Mapping Requirements	Source (Legacy) Field Requirements				
SAP Table & Field	Type	Max. Length	Field Description	Mapping Rule	Source Field Name	Type	Max. Length	Optional?	Comments
				Though this field will be included in the input file (as 995), our SAP interface program will ignore it. The '995' indicator just tells us what legacy file format this record is in. This information is not pertinent to SAP. Ignore	Transaction Code	CHAR	3		Ignore
PERNR	NUMC	8	<b>Personnel</b>	see the FS to find the	Social Security	CHAR	9		

			<b>Number.</b>	main assignment of the employee	Number				
				Ignore	First Initial	CHAR	1		
				Ignore	2nd Initial	CHAR	1		
				Ignore	Surname	CHAR	21		
				Ignore	Agency	CHAR	3		
				Ignore	Unit	CHAR	3		
				Ignore	Class	CHAR	4		
				Ignore	Serial	CHAR	3		
				Ignore	Pay Period Type	CHAR	1		
				Pay Period Month and Pay Period Year (ex: Jan = 01, Feb = 02, 2008 = 08). Ignore	Pay Period (MMYY)	CHAR	4		Jan = 01, Feb = 02, etc
				See FS for details on the crosswalk table to find the wage type corresponding to it.	Payment type	CHAR	1		
				Ignore	Adjustment Code	CHAR	1		
				See FS for details on the crosswalk table to find the wage type corresponding to it.	Payment Suffix	CHAR	1		

				<p>Create three records corresponding to the amount.</p> <p>1. Record with the Wage type found from the crosswalk table corresponding to the payment type and suffix.</p> <p>2. Record with a wage type /701 record and input this corresponding amount, with Tax Authority = FED</p> <p>3. Record with a wage type /701 record and input this corresponding amount, with Tax Authority = CA</p>					
PA0221-BETRG	CURR	13.2	<b>Amount.</b> For wage type /701		Gross	CHAR	7		
PA0221-BETRG	CURR	13.2	<b>Amount.</b> For wage type /703	Create a wage type /703 record and input this corresponding amount, with Tax Authority = FED	Social Security Gross Subject	CHAR	7		
PA0221-BETRG	CURR	13.2	<b>Amount.</b> For wage type /403	Create a wage type /403 record and input this corresponding amount, with Tax Authority = FED	Social Security Withheld	CHAR	7		
PA0221-BETRG	CURR	13.2	<b>Amount.</b> For wage type /705	Create a wage type /705 record and input this corresponding amount,	Medicare Gross Subject	CHAR	7		

				with Tax Authority = FED					
PA0221-BETRG	CURR	13.2	<b>Amount.</b> For wage type /405	Create a wage type /405 record and input this corresponding amount, with Tax Authority = FED	Medicare Withheld	CHAR	7		
PA0221-BETRG	CURR	13.2	<b>Amount.</b> For wage type /401	Create a wage type /401 record and input this corresponding amount, with Tax Authority = FED	Federal Tax Withheld	CHAR	7		
PA0221-TAXAU	CHAR	4	<b>Tax Authority.</b>	Get the tax authority corresponding to each amount from the mapping rule column F.	State Code	CHAR	2		
PA0221-BETRG	CURR	13.2	<b>Amount.</b> For wage type /401	Create a wage type /401 record and input this corresponding amount, with Tax Authority = value sent in field 21 in the legacy file.	State Tax Withheld	CHAR	7		
PA0221-BEGDA	DATS	8	<b>Check Date.</b>	"Issue Date" will come in on the inbound file in format MMDDYY. No conversion required	Issue Date	CHAR	6		
				Ignore	Filler	CHAR	87		

**VI. LEGACY VS. MyCalPAYS FIELDS**

<b>Legacy</b>	<b>MyCalPAYS</b>
Payment type	Wage type
Payment type Suffix	Wage type

**VII. FIELD VALIDATION**

<b>Field</b>	<b>Required</b>	<b>Validations</b>
SSN	<b>X</b>	Check if the SSN is there in MyCalPAYS for loading the record.